

Ryan White Title I Inland Empire HIV Planning Council

Minutes of Meeting Thursday, April 25th, 2002

**1:00 p.m. - 3:30 p.m.
Doral Desert Princess Resort
67-967 Vista Chino
Cathedral City, CA. 92234
(760) 322-6861**

Call to Order and Introductions

Steve McGrew, co-chair, called the meeting to order at 1:26 p.m. Introductions were made. Persons in attendance were:

Name:

Joe Acosta
Sandra Bibb
Jeff Byers
Leann Chamlee
Danny Colon
Erin Comstock
Faith Davis-Bolton

Darlene DeBayona
Fred Flotho, Jr.
Carolyn Harris
Cherry Houston, Ph.D.
Victoria Jauregui Burns
A. Lloyd Jones
Steven McGrew

Jerry Nevarez
Benita Ramsey
Rick Rector
Dr. Tom Prendergast
Joshua Sparks
James Taylor
Evelyn Valentino

Absences:

John Brown
Ed Cueto
Steve English

Gary Feldman, MD
Gregory French
Rebecca Zeidler

Edwin Zelaya

Other Attendees:

Eydie Bernal
Leesa Cook
Robin Derdowski
Heidi Marshall

Connie McLaughlin
Derrick Noble
Danny Perez
Scott Rigsby

John Salley
Alex Taylor
Clint Trout
Jim Woodward

Public Comments

- Steve McGrew introduced Danny Perez, MSW, who just filled the position of Title I Program Coordinator. He told the Planning Council that Danny supervises Planning Council and Grantee staff and will coordinate work appropriately.
- Steve informed the Planning Council that he had been ill for the past couple of weeks and he wished to thank those who wished him well during this period.
- Sandi Bibb told the Planning Council that Foothill AIDS Project is offering discounted tickets to the Renaissance Pleasure Faire from May 4th through June 16th, 2002. The tickets are only

\$ 13.00 (normally \$ 17.50). The proceeds from ticket sales will go to benefit Foothill AIDS Project's Client Services! (Refer to attachment 1).

- Alex Taylor announced that the Planning Council is in receipt of the approval letter from HRSA's Grants Management Office for the Condition of Award.
- The Planning Council wished to thank Alex Christensen-Finlay of Desert AIDS Project for her hard work in finding a location to hold the Planning Council training. Unfortunately, Alex was not in attendance but flowers were presented to her after the meeting.

Agenda Additions, Revisions, and Corrections

- A discussion regarding Proposition 136 was requested by John Brown at the March Planning Council meeting. Due to the fact that he would not be attending this Planning Council meeting, that item will be postponed until the May meeting.
- Alex Taylor requested the permission of the Planning Council to request a short term Public Service Employee. That was added as the first item under the heading of Grantee Reports.

The chair, Steven McGrew, accepted the agenda as amended. There was no opposition.

Approval of Minutes

The minutes of March 21st, 2002 were reviewed. Corrections were as follows:

- Under the section 'Absences', two people were added: Jeff Byers and Evelyn Valentino.
- On page two, second paragraph should read, "... MSM and only **6.4%** heterosexual."
- On page four, first paragraph, 35 years should be **3** years. On page seven, second paragraph should read, "... appears very **suspect**."
- On page eight, paragraph six should read, "... closed **session**."
- On page nine, paragraph ten should read, "Riverside/**San Bernardino** EMA, ..."
- On page ten, paragraph one, Mayor Jeffery Prang is actually **Councilman** Jeffery Prang.
- On page fourteen, the fourth paragraph should read, "... that the rollover money **for FY2000 to be expended in FY 2001**, which we thought had been **approved by HRSA's Grants Management**, had not been approved."

It was suggested that staff check off persons in attendance at the beginning of each meeting.

Dr. Prendergast motioned to approve the minutes of March 21st, 2002 with the corrections noted. Joe Acosta seconded the motion. The motion carried.

Motion # 02-21 was approved unanimously.

For: 21
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Steve McGrew reminded all attendees of the motion made and approved at the last Planning Council meeting. That motion was, in effect, if you would like to be quoted directly, let staff know that when making the statement.

Planning and Evaluation Committee Report

Victoria Jauregui Burns pointed out that it is Professional Assistant's Week. She wanted to acknowledge Derrick Noble and Leesa Cook. She presented them each with a gift on behalf of the Planning Council for all the hard work they do!

Victoria updated the Planning Council on the topics discussed at the last Planning and Evaluation meeting.

Evaluation of the Administrative Mechanism

Victoria said there was a second meeting to discuss where we are on the survey tool. She said there are some additional changes that are being made to the tool. The purpose of the tool is to get more information to better evaluate the effectiveness of the Grantee mechanism. Once that evaluation is done, the information will be given to the Grantee so they can see where there is room for improvement and what practices are "tried and true". Sarah Mack and Victoria are meeting again on Monday, April 29th. A third meeting of the EAM has not yet been scheduled. Once the tool is further developed, another meeting will be convened.

Needs Assessment

Carolyn Harris wished to thank Paula McGrew, San Bernardino County's Health Planner, for all of her hard work with this process. The administration of the Client Surveys was completed on April 19th. All of the initial 442 surveys have been entered into the database. Noelle Hartwick has been working on a question by question analysis. She said that Alice Morton will be writing up data regarding priorities for the Planning and Evaluation Committee to review at the May 14th meeting. Carolyn reminded the Planning Council that there has been discussion regarding the need to have data on various sub-populations. She said most of the sub-populations have been captured but there is difficulty capturing a sufficient number of youth (ages 13-24). She said we had that problem last year as well.

Regarding the status of procurement for Focus Groups and Key Informant Interviews for the Needs Assessment, Carolyn said that the Solicitation for Proposal went out to eight firms. Only one responded by the deadline. Those interviews and focus groups are scheduled to be conducted during the week of May 13th – May 17th. She said that some providers may be contacted and pointed out that cooperation is essential.

Regarding the timeline for the Needs Assessment, Carolyn acknowledged that we are a little behind. She said several people have major concerns about the Plan. The focus groups and key informant interviews are the base data that go into setting priorities and subsequently allocating funds. In terms of the allocation of funds portion, the Grantee will be collecting a resource inventory in terms of dollars from other funding sources by agency. She said the goal is to ensure that we are not allocating Ryan White funds when there are other funding streams available.

Standards and Evaluations Committee

Victoria said this committee is still meeting. The Transportation Standards are 99.9% complete! She said the next meeting will be held May 29th, 2002. Food Standards will be reviewed. She said attendance is encouraged. For those who would like to provide written input for the Food Standards, please contact Stephanie Gordon at (909) 358-5307 and those comments will be discussed.

Advocacy Reports

Clint Trout, of AIDS Healthcare Foundation, attended the last CHAC meeting. He reported that there were three bills voted on. One bill was mandatory testing in prisons, the second was mandatory testing of sex offenders and the third was mandatory testing of pregnant women. He reported that CHAC was opposed to all three bills.

Joe Acosta reported on the AIDS Awareness Day in Sacramento. He said the people who attended were Jim Taylor, Rick Rector, Paul Hagan and himself. He wished to thank Victoria Jauregui Burns and John Brown again for a very successful Activate!U2,2002. He said there were three issues they focused on. One was budget, the second was that persons with an HIV diagnosis should be eligible for Medi-Cal services and the third was prevention education. He said the participants attended eleven meetings in one afternoon. He said that even when they went to offices with no appointment, they were invited to sit down and speak about the issues that they came to advocate for. Joe wished to thank Jerome Buzzard, who is legal counsel for one of the providers in our EMA, who was also part of the lobby effort.

He said that some of the people they spoke with were Assemblywoman Gloria Negrete-McLeod, Assemblyman Bill Leonard, Assemblyman John Longville, Assemblyman Phil Wyman, Senator Nell Soto, Senator Jim Brulte, Senator Ray Haynes, Assemblyman Keith Richman, Assemblyman David Kelly, Assemblyman Rod Pacheco, Assemblyman Russ Bogh, Assemblyman Tony Strickland, Assemblyman Jack O'Connell and Senator Jim Battin. He said it was a very, very positive experience. Joe told the Planning Council he is very proud to be a part of this EMA! He feels we presented a very professional presentation. He said some colleagues from other EMA's showed up in cut off shorts and bandanas. He pointed out that, if we want state representatives to take us seriously, we must look professional.

Joe thanked all those who participated in the AIDS Awareness Day in Sacramento, saying it was a success!

Fiscal/Programmatic Reports (Grantee Expenditure Reports)

Alex Taylor stated at the Executive Committee that, as the San Bernardino County Public Service Employees (Paula McGrew, Derrick Noble and Leesa Cook) transition into regular status positions, those Public Service Employee (PSE) positions would not be filled behind them. He said that Paula McGrew has requested we hire one more PSE on a temporary basis (for three months) to help her with the Comprehensive HIV Services Plan. She has identified a woman who has a Masters degree in International Health. Alex said this seemed reasonable to him and he requested that the Planning Council consider this.

Carolyn Harris voiced her support, saying that she has been very happy donating her services, but her health does not permit such a tight work schedule, knowing that the work must get done. She pointed out that there is more than enough work to go around. She said this temporary hire may make the difference to ensure the Plan gets done.

Fred said he spoke with Paula. The timeframe for this temporary hire would only be 1½ months. She would not be available any longer than that. Fred said he would favor this situation at this time. With the Needs Assessment, Comprehensive Plan and all the catch up we are playing, this is a very difficult time for us and he feels we should welcome this temporary addition to staff.

Joe Acosta motioned to authorize the Grantee to retain temporary help for a term of eight weeks. Evelyn Valentino seconded the motion.

Victoria Jauregui Burns asked where the money for this temporary position will come from. Alex Taylor said the money comes from Planning Council Support. Victoria asked if it will be above and beyond the amount already approved by the Planning Council. Alex said it is within what has been approved. Alex pointed out that he is requesting the Planning Council to consider this because he had just, a week or two prior to this, told the Planning Council he had no intentions of hiring any further staff.

There were questions specific to how much money has been allocated and how much we would be spending for this temporary hire. Not having those exact figures at this meeting, Victoria wished to clarify for those in attendance that the budget went before the Planning and Evaluation Committee and had been approved by that committee. She said then the budget went before the Executive Committee and it has been approved by that committee. Therefore the budget, based on what we had done last year in terms of priority setting and how much money was spent on Planning Council Support activities, has been approved.

Joe Acosta repeated his motion to authorize the Grantee to retain temporary help for a term of eight weeks with Evelyn Valentino seconding the motion.

Motion # 02-22 was approved unanimously.

For: 21
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Grantee Expenditure Report

Scott Rigsby presented the Expenditure Report. He directed the Planning Council's attention to the two legal-sized pages of information at the end of the report. He pointed out that this is the closeout for Title I. He said it reflects all funds fully expended with the exception of the CBC/MAI funds. He said the top three letter sized pages of the report are very close to the closeout for Titles I and II, although some of the Title I monies are not yet in this report. For example, on the first page, he said it shows that Title II has 50% of the funds left, but that amount is currently zero. He said that, in essence, one report has not caught up with the other report yet. In another month or so, he said they would both tie to zero.

Create Service Category and Prioritize CBC/MAI Primary Medical Care Category

Alex Taylor said that the Executive Committee directed the Grantee to communicate with HRSA to find out whether the rollover funds could be used to provide primary medical care to persons of color. Alex said he contacted Douglas Morgan of HRSA and inquired as to whether this would be an appropriate category. He indicated that it would be, if we could demonstrate that it is an initiative. He said it cannot just supplant primary medical care for persons of color. What we would have to do is put forward the request and a defense – how many clients will be served, what the service will include and possible outcome measures. Alex brought that information back to the committees, adding that when the funds don't get out onto the street until September or October, we have a difficult time spending them. He also said that since we were able to give the Planning Council, in Scott's report, the final figure for Title I for fiscal year 2001-2002, Alex felt it would be a

benefit to approach HRSA verbally with the request for rollover. He said, though, that when rollover is requested of HRSA, we must specify to them what the money will be used for.

County Committee Reports

Riverside Committee

Joe Acosta reported that, regarding Riverside County's portion of the CBC/MAI rollover funds in the amount of \$ 94,949, the Committee has recommended we allocate \$ 50,000 to Outreach, \$ 20,000 to Health Education and \$ 24,949 to Peer Counseling.

Victoria said that the Riverside Committee had a similar discussion about lack of information regarding these CBC/MAI rollover funds. She is concerned, though, that if there is delay in making a decision on where to roll these funds to, it delays the request to HRSA, it delays the monies getting back to us and it delays funds getting out to the agencies. There is also the possibility that these funds may get "lost".

Joe Acosta said that the Riverside Committee feels that, in the above allocation, severe need is best met with the monies available addressing those categories. He said that was their priority.

San Bernardino Committee

Steve McGrew reported that, regarding the allocation of their portion of the CBC/MAI rollover funds, there was not enough information to make an informed decision. Thus the committee decided not to roll over these funds at this time.

Jerry Nevarez commented that the San Bernardino Committee did not make the decision not to roll over these funds, the decision was to wait until more information could be gathered to make a more informed decision in the near future.

County Committee Discussion

Alex Taylor told the Planning Council that he would have more information regarding this rollover available to them in about two weeks.

Carolyn Harris added that we can reallocate internally. She said if we don't specify when the rollover request goes in, we won't get that rollover. They must know what we intend to use the money for and why.

Victoria asked if the Riverside County Committee motion could be tabled until the next meeting.

Alex said that, historically, the Grantee has gotten rollover monies out very late in the year. This year, with a very talented staff, we have been able to close out the books already. Alex said he went to the Executive Committee meeting and indicated that if the Planning Council would like to see these monies on the street in a reasonable timeframe such that people can use them, the Grantee needs direction. The sooner the rollover funds get reallocated, the sooner they can be utilized.

Victoria asked Alex to please reiterate what happened to the last rollover request. He said that it went in prior to the deadline (September 1st). A letter of approval was never received. Approximately four weeks ago, we still did not have that approval letter. Alex called the Grants

Management Office and they said it had never been approved. He said we have just received the formal letter of award approving these monies.

Victoria said that if people are not comfortable making a decision today, a decision should not be made. Jim Taylor, Erin Comstock and Jeff Byers agreed that more information must be procured first.

Joe Acosta, with the consent of the Riverside Committee, withdrew the motion on the table. A committee was appointed to give instruction to the Grantee regarding what information, specifically, the Planning Council will need in order to make an informed decision at the next meeting regarding this rollover. The persons who volunteered were Jim Taylor, Carolyn Harris, Dr. Cherry Houston and Faith Davis-Bolton.

Membership Committee Report

Joe Acosta reported that, currently, there are no new members. However, he did say that he expects a couple of applications to be submitted before the next Membership meeting on May 7th.

He said that the Attendance Guidelines are still under study. He also reported that the committee would like to encourage greater harmony between members and discussed ways to accomplish that. He said that, usually on Planning Council meeting days, there is a pre-training meeting held prior to the County Committee meetings, lunch is had during the County Committee meetings, then the Planning Council meeting takes place immediately following the County Committee meetings. Joe pointed out that there is no time to get to know one another or exchange ideas.

The Membership Committee suggested that, at the Planning Council meetings, there should be time set aside for the committee to give a training presentation during the Membership Committee report. Joe said that all members, even members who have been on the Planning Council for an extended period of time, need some refreshing. The committee feels that the Planning Council needs more continuing training. Some of the topics that could be presented are Robert's Rules of Order or the history of the Ryan White CARE Act.

Executive Committee Report

Steve McGrew, since he was not at the last meeting, asked Victoria to give the Executive Committee report.

Victoria said that most of the items discussed at the last Executive Committee meeting have already been discussed at this meeting. She did say that the approval of the Planning Council Support Budget was discussed. She reported that the status of the eligibility criteria was discussed and that there is a letter going out to the providers. Once that letter goes out, the providers will have 30 days to review it and respond to the Grantee. Victoria said that ARIES and Caminar were discussed and asked Jim Woodward to tell the Planning Council where the projects are to date.

Jim said that Caminar has been up and running at Desert AIDS Project for quite some time now. He said it has been installed at Bienestar. He said it is also being installed at Central City Lutheran Mission and at Inland AIDS Project next week. He said that Riverside and San Bernardino Counties will be the last to have Caminar installed. Foothill AIDS Project needs a conversion with

IMAX. ARIES, Jim reported, is still in the contract negotiation process with UARP. Jim wanted to make very clear to the Planning Council that we have not entered any contract with UARP and our three proposed partners and we are not obligated to. The discussions being had currently are tentative.

Victoria wanted to clarify for the Council that the ARIES and Caminar systems are discussed at the Planning and Evaluation committee, so Victoria encouraged anyone interested in this topic to attend the next meeting of this committee.

AD HOC Committee Reports

Consumer Advocacy and Education

A. Lloyd Jones reported that Gregory French has been appointed as the co-chair for this committee.

Lloyd said that he and Faith Davis-Bolton are researching how other EMA's are serving and providing service(s) in the area of health and support services to persons living with HIV/AIDS, in relation to Consumer Advocacy and Education. These ideas and information will assist this committee so that the wheel does not have to be reinvented.

Lloyd also reported that he is working with staff to produce effective flyers and pamphlets.

Lloyd told the Planning Council that the next Consumer Advocacy meeting is scheduled for Wednesday, May 15th from 1:00 p.m. to 3:00 p.m. in San Bernardino. He encouraged all to attend.

Underserved Populations and Community Linkages

Jim Taylor reported that this committee met last Monday, April 17th. He said the committee decided that they need to establish an outline as to what the committee wishes to achieve. One of the items they would like to accomplish first is community inclusion. He said the first step toward that is that Cherry Houston, Ph.D. has been elected as co-chair of Underserved Populations. Jim feels that with his extensive involvement with the State, it is not a good idea to have a committee work around his availability. Now with the appointment of Cherry Houston, this committee can meet on a regular basis. He thanked her for accepting the role of co-chair.

Some of the other things the committee plans to do is bring back mission goals and objectives and the mission statement for the committee. He said we would like one of our tasks for the members of this committee be to bring in a list of community resources – schools, hospitals, CBO's, clinics and all contracted service providers. Also, the committee would like to discuss the Planning Council website and establish links to churches, the faith-based community and linkage to a catalog or directory of all service categories in our community. Then they plan on identifying the services available by zip codes in the EMA. After that the committee would like to get with the Consumer Advocacy/Education committee about having a group meeting to see if there is something that they could collaborate on to bring services to the community as a whole.

Public Comments

Steve McGrew wanted to thank all of the attendees for coming to the desert to participate in this Planning Council meeting. He especially wished to thank those Planning Council members who participated in the Planning Council training with Lennie Green yesterday and this morning. He encouraged attendance for the last day of training on Friday. He acknowledged that a lot of planning and money has gone into this training to make it a success. He did, however, express his disappointment with the attendance thus far. Steve wondered what could be done about this. He asked Alex Taylor to give the Planning Council some kind of report regarding what was spent to make this training possible. Alex said he plans on presenting a number of things, including an "autopsy". He said that it was not clear that staff was welcome. Then we found out yesterday that Lennie wanted notes or minutes taken of the training. That had not been said prior to the training. Alex also said that a number of people had staff make hotel reservations and then they did not show. Alex pointed out that those expenses come out of the Planning Council Support budget. He said we have over \$ 9,600.00 committed to this training. Another problem is that there were members who, even though they live closer than the 50 miles one-way that was specified, requested that a room be rented for them. This issue, in particular, really points out that a policy must be put in place. Alex also pointed out that the Planning Council is also paying for meals for all of the people who said they would be in attendance and are not. Paying for dinners is not a problem as there is a policy in place to pay per diem. The continental breakfast, the lunch and the room for a three day period cost the Planning Council a significant amount of money. Alex suggested that, once the information regarding this training has been compiled and a report has been provided, it would be prudent to have one of the Planning Council committees review that report and come up with policy regarding what type of travel expenses are paid for and guidelines for travel.

Steve thanked Alex and told the Planning Council that the training is very important and he strongly encouraged attendance for the last day of the training.

Joe Acosta reminded the Planning Council that AIDS Watch is around the corner. It takes place June 9th – 11th, 2002. He said he has applications for this event if anyone is interested. Otherwise that information is also available at the NAPWA website.

Dr. Prendergast wished to comment on some of the legislation that actually was mentioned earlier under advocacy. He said the health officers had considered the three bills that were discussed. One bill for non-names reporting originally was supposed to be evaluated in 6 months and now the time frame has been extended to, he believes, a couple of years. But if it doesn't meet CDC requirements, then theoretically the department would have to fix it. The health officers don't feel that bill helps get us there because it doesn't affect the existing law. Therefore, it does not change anything. The health officers opposed that bill. There is another bill regarding mandatory prison testing. The health officers have been in support of this bill, but as it has been significantly amended. The health officers will review it again before they take these recommendations to the board. The last bill was regarding prenatal testing. The committee could not come to an agreement regarding this bill, so they have not taken a position.

Jerry Nevarez wanted to thank staff because they are responding to the Planning Council's requests and the reports being generated are very comprehensive. They are easy to read and understand.

He also said that there is a need to allow staff time for lunch. He said it seems that they are doing so many things at once and they don't have the time to eat. Jerry pointed out that they are entitled to a lunch and they should be able to take it.

Alex Taylor announced that the invitation to the All Titles meeting is in the mail. He said that regarding Title III, we plan to send Steve McGrew and Jerry Nevarez from the Planning Council and the Medical Director, Ryan Zane. Title II needs no representation, but Alex requested some endorsement from the Planning Council for Title I representation. The task of choosing three Planning Council members who will represent Title I was assigned to the Membership Committee. The All Titles meeting is scheduled for August 20th – 23rd in Washington, D.C..

Danny Perez thanked the Planning Council for allowing staff to attend the training. He said he feels staff will greatly benefit from the information presented. He wished to thank Derrick Noble and Leesa Cook for their diligence in putting this training together. He pointed out that it took a great deal of coordination.

Danny also said that he is in the process of identifying roles and responsibilities for staff. He wishes to include the Planning Council in that process. He has come up with a short survey and has attached some initial roles for himself, Eydie Bernal-Cox and staff in general. He said he needs the Planning Council's help in identifying which committee(s) each member is on and who the chairs are. With the contact information, there was a request from several Planning Council members to update that information. He would be grateful for member input and would like to receive these short surveys back today.

He also said there is a short survey for the Planning Council training. He would like to give input to Lennie Green regarding the training.

Lastly, Danny said that, regarding consumer business cards, the process of the accounting system is better understood and in the future, business cards ordered should not take nearly as long to procure as these have. He thanked members for their patience. Danny also said that Robin Derdowski has been placed in charge of ordering these cards, and should anyone have a request for them, they should see Robin.

Announcements

None.

Agenda Items for Next Meeting

- Proposition 36
- Discussion of rollover of CBC/MAI funds

Agenda items for the next meeting should be directed to Eydie Bernal-Cox at (909) 387-6653 or ebernal-cox@dph.sbcounty.gov.

Next Meeting

The next Planning Council meeting is scheduled for May 27th, 2002. The location and time are to be announced.

The meeting adjourned at 3:17 p.m.

Certified:

Gary Feldman, MD Date
Co-Chair

Steve McGrew Date
Co-Chair